



Wisconsin Department of Corrections

Governor Tony Evers | Secretary Kevin A. Carr

Flambeau Correctional Center

Date: June 15, 2021

To: Staff, Visitors & Persons in Our Care (PIOC)

From: Carmen Dohms, Superintendent

RE: In Person & Zoom Visitation Scheduling

Beginning July 6, 2021, the Wisconsin Department of Corrections (DOC) has made the decision to resume in-person visitation at DOC Facilities.

Due to social distancing and other preventative measures related to COVID-19, capacity in visitation areas has been decreased, but Flambeau Correctional Center (FCC) will attempt, when possible, to honor up to two face to face visits per week for each PIOC. Initial demand for in-person visits is expected to be high. To make it fair for everyone, each visit will be limited and must be scheduled in advance. Only 1 in-person visit maybe scheduled at a time to allow an equal opportunity for all PIOC to receive a visit.

People can begin scheduling in-person visits at 9:00 a.m. on Wednesday, June 16, 2021. Visitors are asked to schedule their in-person visit at least two business days in advance. With the exception of the first week, the center will not schedule visit requests more than two weeks in advance.

Procedure

1. Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on the PIOC's approved visiting list.

Proposed visitors can begin scheduling visits by emailing the address below:

DOCWCCSFCCZoomVisits@wisconsin.gov beginning Wednesday, June 16, 2021.

2. Visits will be scheduled every 2 hours (8:00 a.m., 10:00 a.m., 12:00 p.m., 2:00 p.m.) but will only be a maximum of 1 hour and 45 minutes in length to allow for cleaning and visitor check in procedures. Video visits will remain 20 minutes in length.
3. **Visiting schedule is as follows:**

Friday: 6:00 p.m. – 8:00 p.m. (In-Person)

Saturday and Sunday: 8:00 a.m. – 4:00 p.m. (In-Person)

Holidays: 8:00 a.m. – 4:00 p.m. (In-Person)

Monday – Friday: 8:00 a.m. – 8:00 p.m. (Video Visit)

Saturday and Sunday: 6:00 p.m. – 9:00 p.m. (Video Visit)

Visitors are encouraged to schedule in-person visits by email. Once your visit has been scheduled, a confirmation email indicating the date and time will be sent and the PIOC will be notified. Those without internet can call the center's main line during business hours (M-F). Whether calling or emailing, visitors are asked to specify whether they are requesting a zoom or in-person visit.

In addition to the new scheduling process for visitors, there are several updated visitation guidelines designated to protect persons in our care, visitors and staff. Those include:

Specific guidelines for in-person visits:

- A COVID screening (temperature and symptoms check) will be completed by security staff. Refusal to comply will result in denial of entrance. All other entrance procedures will remain in effect.
- Up to three approved visitors will be allowed for a specific visit with a PIOC. Relationship does not matter but at least one visitor must be an adult.
- Brief hugs are allowed at the beginning and end of visit; kisses are not allowed.
- Hand holding and sitting on laps is not allowed.
- Children and infants must remain in the visitors control at all times. They shall remain seated at the assigned table at all times. Please prepare children for these restrictions before arrival.
- All PIOC / visitors age 2 or above shall wear a mask for the duration of the visit (except when eating or drinking).
- All chairs and tables will be sanitized between visits.
- The children's area shall not be available as it is difficult to sanitize between usage.
- Food items are allowed to be brought in. A microwave and grill are available for use onsite with the following limitations:
 - All items must be store bought/sealed in their original package; Matchlite charcoal only; plastic eating utensils (forks, spoons, knives); paper plates and napkins.
 - Food items are not allowed to be shared amongst visitors or PIOC, please plan accordingly.
- There is a soda machine available onsite and \$15.00 cash is allowed to brought in for this purchase. Staff do not have a means of making change.
- Due to scheduling limitations, visits will not be rescheduled due to tardiness.
- In addition to these COVID-19 rules, general visiting rules will be enforced.

Prohibited conduct

1. DAI Policy # 309.06.01 – Visiting, is to be adhered to at all times.
2. PIOC are responsible to inform their visitors of all the rules governing their visit. Any violations will result in the termination of the visit and is subject to suspension of visits by the Security Director.
3. Conversation during visits will be held to a normal tone of voice to not disturb others. Only one warning will be provided in regards to this matter before visiting video session will be terminated.
4. Only those scheduled to attend the visit are permitted to be on the video screen.

5. Visitors are not permitted to record the visit.
6. Visitor attire cannot have any of the following:
7. Exposed undergarments.
8. Clothing with revealing holes, tears, or slits.
9. Clothing or accessories with obscene or profane writing, images or pictures.
10. Gang-related clothing, headwear, shoes, logos, or insignias
11. Transparent/translucent (see-through) clothing.
12. Video visiting will be terminated immediately if there is any suspicion of Illegal activities or any behavior that would be deemed inappropriate in the visiting room setting, or any inappropriate behavior outlined as unacceptable in accordance to DAI Policy - 309.06.01. This includes but is not limited to the following:
13. Sexual acts or nudity
14. Drug and alcohol use during the visit
15. Showing of objects identified as a threat (firearms, weapons, knives, etc.)
16. Inappropriate language
17. Inappropriate location of visitor (bar, night club, etc.)
18. Operating a vehicle during the scheduled visit

Reminder: If the center has an outbreak of COVID-19; in-person visits may be temporarily suspended.

Thank you for your cooperation during this time. FCC is committed to keeping PIOC, Staff and the public safe during this current pandemic.